

U.S. DEPARTMENT OF COMMERCE
CHARTER OF THE
MANUFACTURING COUNCIL

1. **Committee's Official Designation (Title).** Manufacturing Council
2. **Authority.** The Manufacturing Council (Council) was established by the Secretary of Commerce (Secretary) pursuant to duties imposed by law upon the Department in compliance with the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. 2, and with the concurrence of the General Services Administration.
3. **Objectives and Scope of Activities.** The Council shall identify and recommend ways for the U.S. Government to respond to the challenges facing United States manufacturers and shall identify and recommend programs and policies to help United States manufacturers maintain their continued competitiveness both at home and abroad.
4. **Description of Duties.** The Council functions solely as an advisory committee in accordance with the provisions of FACA. In particular, the Council shall advise the Secretary and provide a means of ensuring regular contact between the U.S. Government and the manufacturing sector.

The Council shall advise the Secretary on government policies and programs that affect United States manufacturing, and the Council shall serve as a forum for discussing and proposing solutions to industry-related problems.

The Council shall act as a liaison among the stakeholders represented by the membership, and may provide a forum for those stakeholders on current and emerging issues in the manufacturing sector.

The Council shall recommend ways to ensure that the United States remains the preeminent destination for investment in manufacturing throughout the world.

The Council shall report to the Secretary on its activities and recommendations regarding United States manufacturing. In creating the reports, the Council should: survey and evaluate the manufacturing activities of the stakeholders represented by the membership; identify and examine specific problems facing the manufacturing industry; examine the needs of the industry to expand the Council's efforts; and recommend specific solutions to these problems and needs.

5. **Agency or Official to Whom the Council Reports.** The Council reports to the Secretary through the Under Secretary of Commerce for International Trade and the Assistant Secretary for Manufacturing and Services.
6. **Support.** The International Trade Administration of the U.S. Department of Commerce shall provide administrative and staff services, support, and facilities for the Council.

7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual operating cost of the Council is \$107,000 which includes 0.8 person years of staff support. Members of the Council shall serve without compensation for their work on the Council. However, while engaged in the work of the Council, members may request travel expenses, including per diem in lieu of subsistence, as authorized by law for persons serving intermittently in government service (5 U.S.C. 5701 through 5707), consistent with the availability of funds.
8. **Designated Federal Officer.** The Assistant Secretary for Manufacturing and Services, U.S. Department of Commerce, shall serve as the Executive Director of the Council. The Assistant Secretary for Manufacturing and Services shall designate a full-time or permanent part-time employee to serve as Executive Secretary, responsible for coordinating administrative and staff services, support and facilities for the Council, from among the employees of the International Trade Administration. The Executive Secretary shall serve as the Designated Federal Officer (DFO).
9. **Estimated Number and Frequency of Meetings.** The Council shall convene as often as necessary (but not less than annually) at the call of the Secretary or his designee.
10. **Membership and Designation.** The Council shall be composed of not more than twenty members representing the U.S. manufacturing industry appointed by the Secretary. The Council's membership shall reflect the diversity of American manufacturing by representing a balanced cross-section of the U.S. manufacturing industry, in terms of industry sectors, geographic locations, demographics, and company size, particularly seeking the representation of small- and medium-sized enterprises. The Council members shall not be full-time Federal officers or employees. Members serve in a representative capacity, and not as Special Government employees.

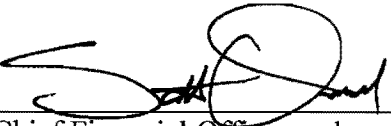
In addition, the Secretaries of Labor, Energy and the Treasury (or their designees) will serve on the Council as *ex officio*, non-voting members.

Each member shall be appointed for a term of 2 years and will serve at the pleasure of the Secretary.

The Secretary shall designate a Chair and Vice Chair.

11. **Subcommittees.** The Secretary of Commerce with the concurrence of the Executive Director, and subject to the provisions of FACA and the FACA implementing regulations, may establish such subordinate committees of Council members as it considers necessary for the performance of its functions. The Secretary of Commerce, with the concurrence of the Executive Director, shall designate members of the subordinate committees as well as the Chairs and Vice Chairs of those committees. These subcommittees must report back to the parent committee and must not provide advice or work products directly to the agency.

12. **Recordkeeping.** The records of the Council, formally and informally established subcommittees, or other subgroups of the Council shall be handled in accordance with the General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.
13. **Duration/Termination.** This charter will terminate two years from the date of the filing of this charter with the appropriate United States Senate and U.S. House of Representatives Oversight Committees, unless it is earlier terminated or renewed by proper authority.



Chief Financial Officer and
Assistant Secretary for Administration

4.8.2010
Filing Date